

3. Individual Search Menu

From the *Individual Search Menu*, if you know the Social Security Number of the tenant:

- Type the Social Security Number (SSN) in the SSN field

If you do not know the Social Security Number of the tenant,

- Select one or more of the following options:
 - Use your mouse to select a **Program Type** (Public Housing, Indian Housing, Section 8 Certificate, Section 8 Voucher, or Section 8 Moderate Rehabilitation)
 - Use your mouse to select a **Housing Agency** from a drop-down box
 - Use your mouse to select a **Project** from a drop-down box
 - Type the **Head of Household last name** or the first few letters of the last name
- Use your mouse to click 'Search Now'

The *Social Security Number Menu* appears on your screen.

- Use your mouse to click the Social Security Number of the Head of Household you want to review

The Form HUD-50058 data appears on your screen.

- * You should select as many options available to narrow your selection
- * *Individual Access* displays transmitted Form HUD-50058 (10/99) data fields and does not contain line numbers.